

NOTICE OF AGENDA

Please review Exhibit F of the [General Order Governing Procedures for Complex Chapter 11 Cases](#). Section G addresses Notice of Agenda

STEP 1 Choose **Bankruptcy** from main menu


STEP 2 Choose **Miscellaneous Events** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Notice of Agenda** from drop down list; click [NEXT]

STEP 5 If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.


STEP 6 Select the Party or click Add/Create New Party; click [NEXT]

 *TIP - If Add/Create New Party is selected, complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.*

STEP 7 Upload .pdf file; click [NEXT]

STEP 8 Confirm case name and number; click [NEXT]

STEP 9 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Notice of Agenda filed by John Smith on behalf of Annie Simon, Gilbert Simon.
(Smith, John)**

STEP 10 **Notice of Electronic Filing** displays